

EDITED KSA LISTING

CLASS: Supervisor of Correctional Education Programs

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Comprehensive knowledge of the principles, methods, and procedures of school organization and administration and ability to apply them to the educational program of a correctional institution.
K2	Basic knowledge of modern teaching theory and practice to provide direction and training to staff.
K3	Extensive knowledge of the problems (attitudes and behaviors) involved in teaching students in correctional institution school programs to provide a safe and effective learning environment.
K4	Basic knowledge of academic and vocational subjects and their place and value in a rehabilitative education program to ensure the efficient operation of the institution.
K5	Basic knowledge of federal education grants and procedures to obtain and expend supplemental funding to support education programs.
K6	General knowledge of the principles and techniques of educational and vocational counseling to provide assistance in the selection of appropriate education programs for inmates.
K7	General knowledge of modern principles and practices of correctional administration to be an effective member of the institution's management team.
K8	Comprehensive knowledge of the principles of effective supervision and personnel management practices in order to manage all aspects of the educational programs.
K9	Basic knowledge of the legal requirements and procedures for law library(s) within a correctional institution to comply with court mandates.
K10	Comprehensive knowledge of the methods of budget preparation to effectively request and manage operational resources, forecast expenditures/needs and remain within budgetary authority.
K11	Basic knowledge of the Department's Equal Employment Opportunity objectives and processes available for managers to effectively meet those objectives.

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	Skill to:
S1	Plan, organize, and manage staff in the academic, vocational and library programs in a State correctional institution to ensure that quality services are provided.
S2	Implement and maintain courses of study designed to meet the educational needs of inmates.
S3	Effectively apply interpersonal and communication techniques (e.g. written, oral, listening, etc.) to secure and maintain the respect and cooperation of others (e.g. federal, state and local agencies, staff, inmates, etc.).
S4	Analyze situations and data correctly to develop and adopt an effective course of action in the management of educational programs.
S5	Effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment.